

2024-2025 verification worksheet

federal student aid programs

Dependent: Your application was selected by the U.S. Dept. of Education for review in a process called “verification.” In this process, Union’s Student Financial Services office will compare information from your FAFSA with data from the IRS and this worksheet. Below are the steps you must do before financial aid can be awarded to you.

1. If you and your parents provided consent to directly transfer Federal Tax Information from the IRS into the FAFSA, a 2022 tax return is not necessary to provide.
2. If you and your parents did NOT provide consent, you will need to provide:
 - a. 2022 Tax Return Transcript at: www.irs.gov or call (800) 908-9946.
 - b. **OR** you can provide a signed copy of the 2022 1040 Tax return to include **ALL** accompanying schedules.
3. If your parents did **NOT** file a 2022 tax return or are **NOT** required to file an IRS 1040, you must provide:
 - a. **Verification of Non-filing** from the IRS (Complete form 4506-T, box 7 and box 9 to request this for December 31, 2022 tax year).
 - b. 2022 W-2 forms from all employers
4. Complete all sections of this worksheet
5. Sign the Worksheet – you and your parents must sign the worksheet.
6. Submit all required documents to the Student Financial Services Office

Student Information

First name _____ Last name _____
Middle name _____ Union ID number _____
Address (include apt. #) _____
City _____ State _____ Zip code _____
Date of birth: Month _____ Day _____ Year _____ Phone number (with area code) _____
Email address _____

Student: Check the box only if you will not file and are not required to file

- I attest that I have not filed an IRS 1040 for 2022 and I am not required to file an IRS 1040 for 2022. I have attached all of the W2 forms I received for 2022.

Parent: Check the box only if you will not file and are not required to file

- I attest that I have not filed an IRS 1040 for 2022 and I am not required to file an IRS 1040 for 2022. I have attached all of the W2 forms I received for 2022.

Employer and W-2 information

List the names of all of your employers and the amount earned from each in 2022. Please provide IRS W-2 Forms from each employer you worked for in 2022. If you did not file taxes in 2022 and your employer did not issue you an IRS W-2 Form, please list the employer and the amount earned from each employer.

Student employer	Student earnings	Parent name	Parent employer	Parent earnings

Additional income

Both tax filers and non-tax filers must list any untaxed income received in 2022. **Be sure to enter zeros if no funds were received.** Failure to complete this section will delay the processing of your verification.

Applicants with no taxable income, no earned income or no untaxed income as reported in this section will be required to submit a LOW INCOME VERIFICATION FORM showing how living expenses were met.

Student	Calendar year 2022	Parents
\$	Child support received due to divorce, separation or legal requirement. List the names and ages of the children receiving the child support.	\$
	The person's name to whom the support is paid.	
	Address where the children live.	

Signatures

By signing this worksheet, I (we) certify that all the information reported on this worksheet is complete and correct. Warning: If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Student's signature

Date

Parent's signature

Date

Return by mail or email to:

Union Adventist University, Student Financial Services
3800 South 48th Street Lincoln, NE 68506
Phone: 402.486.2505
Email: sfs@uau.edu